



**Office of Financial Aid & Scholarships**  
10501 Boulevard South - Fort Myers FL 33965-6565 - fax (239) 590-7923

**Financial Aid Consortium Agreement – Study Abroad**

This financial aid consortium agreement is required by the U.S. Department of Education in order for Florida Gulf Coast University to process Federal awards such as Pell Grants and Loans. Florida Bright Futures is only available for select State approved Study Abroad Programs. A student who is enrolled as a non-degree student at the Host institution, but is a matriculated degree candidate at Florida Gulf Coast University, may be eligible for qualified aid.

**Section 1 – To Be Completed by the Student**

Student's name :	UIN :
Permanent Address :	
E-mail address:	Phone Number:

Florida Gulf Coast University will be referred to as the "Home" Institution throughout this document. The "Home" Institution and the "Host" Institution named herein, are entering into a consortium agreement.

- Home Institution Florida Gulf Coast University
- Host Institution \_\_\_\_\_

The student is completing this form for the following semester (check one):

- Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_
- **Proposed courses to be taken at the Host Institution during this semester:**

Course Number	Course Title	Credit Hours	Start and End Dates

**Student's term and conditions for this agreement (*Please read and sign*)**

1. You must attach a "**Study Abroad Course Transfer Equivalency Request**" form completed by your academic advisor and the Registrar's Office documenting that the classes you will be taking at the Host institution will be accepted toward completion of your FGCU degree.
2. In addition to this 2 page "**Consortium Agreement**", you must submit the following documents to the FGCU Office of Financial Aid and Scholarships **before we can process any eligible aid**:
  - ✓ A **copy of your Registration form** from the Host Institution
  - ✓ A **copy of your paid receipts** from the Host Institution
3. **You are responsible for paying tuition and fees to the Host Institution.**
4. You are also responsible for requesting an academic transcript from the Host Institution to be sent to FGCU Registrar's Office at the end of the specified academic term. **All credits taken at another school will not count as earned until an official transcript from the Host Institution has been received and processed by the FGCU Registrar.**

The student should keep a copy of this form after Section 2 has been completed before sending the form to the Financial Aid Office at the Host Institution.

**All 4 items described above, must be completed and submitted to the FGCU Office of Financial Aid and Scholarships before we can process any aid for which you may be eligible.**

➤ **Student Statement of Compliance:** My signature below confirms that I have read and clearly understand the terms and conditions for this agreement as stated above:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section 2 – To Be Completed by the Student’s Academic Advisor at FGCU**

In which College/School at FGCU is the student enrolled? \_\_\_\_\_

Is the student currently enrolled in a degree program? Yes No

Is the student in good academic standing? Yes No

Has the student received approval from his/her College/School for  
The courses proposed at the Host Institution (Listed in Section 1) Yes No

Will the credits be accepted toward completion of the FGCU degree? Yes No

\_\_\_\_\_  
Signature Name Title Date

**Section 3 – To Be Completed by the Host Institution’s Financial Aid Office**

<u>Cost of Attendance</u> <u>(Based on Full time enrollment per Semester)</u>		<u>Student’s Enrollment Information</u>	
Tuition and Fees	\$ _____	Specify which Semester:	_____
Book & Supplies	\$ _____	Classes Begin:	_____
Room & Board	\$ _____	Add/Drop date:	_____
Transportation	\$ _____	Last Day of Semester:	_____
Personal	\$ _____	Number of Credits Hrs Enrolled :	_____
Miscellaneous	\$ _____	Tuition Cost per Credit Hour: \$	_____
TOTAL	\$ _____	Lab Fees Paid for this term \$	_____

**Statement of Agreement by the Host Institution and FGCU**

It is agreed by both institutions that only **FGCU** will award and process financial aid for this student. The **Host** institution agrees to notify **FGCU** of any changes to this student’s enrollment. **FGCU** will be responsible for determining refunds or repayments from this student withdrawal from classes. **FGCU** will be responsible for monitoring this student’s satisfactory academic progress.

**Certification**

The Host Institution agrees:

1. To verify the student’s enrollment status for each payment period and to notify FGCU promptly in writing if the student withdraws either partially or completely.
2. Not to disburse Title IV aid for this consortium.

Florida Gulf Coast University agrees:

1. To provide payment(s) to this student, if eligible, under Title IV financial aid programs as appropriate for the term(s) specified.

\_\_\_\_\_  
Host Institution Financial Aid Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Florida Gulf Coast University (FGCU) Financial Aid Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Telephone Number

## Course /Grade /Credit Transfer Policies

Academic credit is an important part of your education abroad experience. Please read these instructions and procedures. If you have questions, please contact the FGCU International Services. We are located in Reed Hall Room 122 or reach us at 239-590-7925.

### PRE-DEPARTURE

Before you leave to study abroad on either a FGCU or non-FGCU sponsored program, you are required to have all the courses you intend to take pre-approved on a Course Pre-Approval Form for Study Abroad Program. (Go to [www.fgcu.edu/international](http://www.fgcu.edu/international) and click on 'Forms' under the "Study Abroad" category.)

The Course Pre-Approval Form for Study Abroad Program is used for all study abroad programs. This form indicates that your academic advisor has approved your course choices for your program. Once you complete the Course Pre-Approval Form for Study Abroad Program, the grades you earn abroad for the courses listed will appear on your FGCU transcript along with the course numbers, titles and credit hours. If you participate in a FGCU program, these grades will be calculated into your GPA at FGCU and count as FGCU credit. If you participate in a non-FGCU program, the courses and grades will be considered transfer credit and will appear on your transcript; however, they will not count towards your GPA. For most classes you must have a minimum of a C in order for the credits to count. Pass/Fail (S/U) is only an option from certain Schools and it is your responsibility to confirm this in advance.

### WHILE YOU ARE ABROAD

Changing courses once you are abroad is not recommended because you may not be able to get a course approved. If you must change courses AFTER arriving abroad (e.g., cancellation of a class), contact your advisor immediately. You are required to obtain your advisor's approval for all course changes. You will need to send him/her the course title, CRN number (prefix/number), and a brief description of the course. If s/he approves the course, a new Course Pre-Approval Form for Study Abroad Program must be completed. Copy Timothy W. Gjini ([Tgjini@fgcu.edu](mailto:Tgjini@fgcu.edu)) on every message to your academic advisor; ISO must document all discourse regarding credit approval. Remember to request an official copy of your transcript be sent to FGUC. Save all records (e-mails, faxes, etc.) related to course changes. Retain your syllabus and any work returned to you. Bring these documents back to FGCU in the event that there is any question about a course that was not pre-approved.

If you fail to follow the procedures outlined above, there is no guarantee that you will get credit for an unapproved course. Please remember that this is YOUR responsibility and that we cannot do it for you. For students participating in non-FGCU-administered programs, please request that your transcript be sent directly to the attention of: Ms. Susan Parker, Articulation Officer, FGCU Office of Undergraduate Admissions Office. There may be instances when a student will have to request an official evaluation; if this is the case, you will be so advised. (DO NOT have it sent to the International Services Office.)

### AFTER YOU RETURN

Your transcript should arrive in the Office of Undergraduate Admissions Office no earlier than one month and no later than four months after the completion of your program. If your transcript does not arrive before the start of the following semester, your class status will not change. This means if you went abroad in the spring as a junior, you will still be considered a junior until your transcript arrives and is processed. Grades will not be processed until your Course Pre-Approval Form for Study Abroad Program is completed with all necessary signatures.

